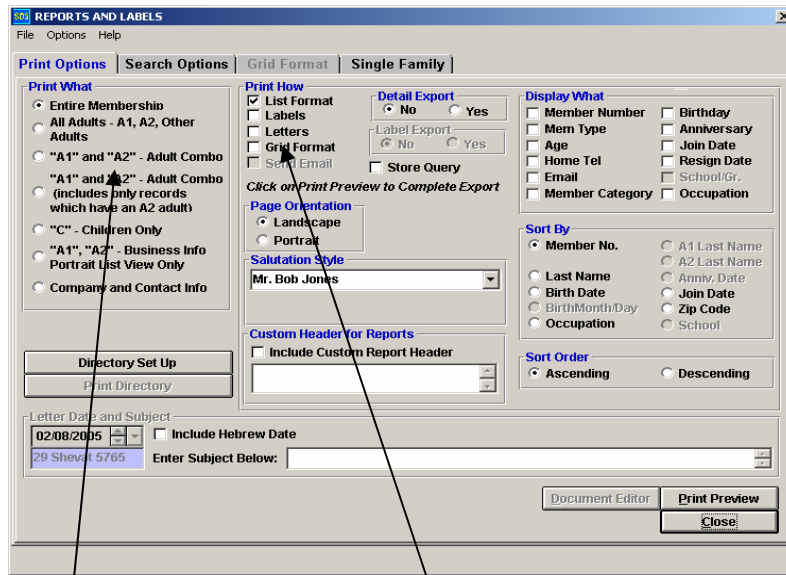


How to Send out Anniversary letters

May 2005

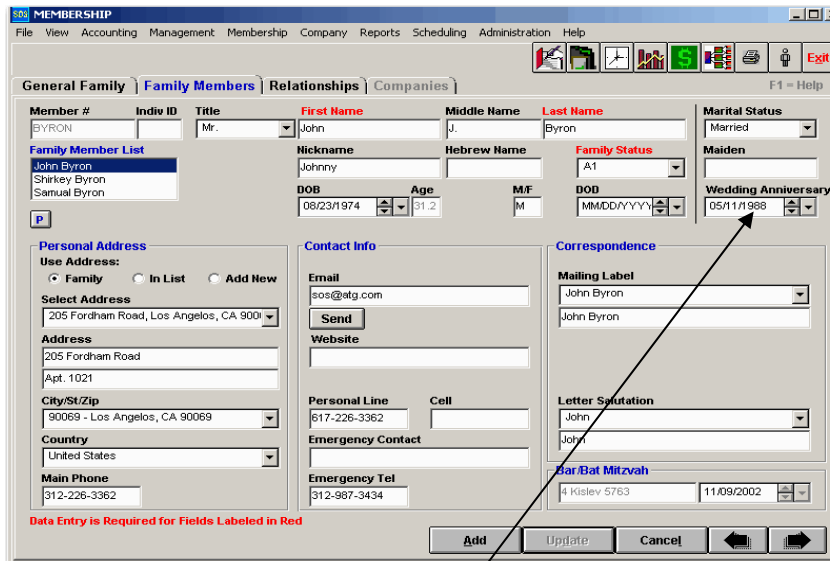
Purpose: To demonstrate how to send Anniversary letters from SOS, using the built-in SOS letters feature.

From the General Family Screen, select Reports and labels. The following screen will appear.



Click on A1 and A2 Adult Combo

Click on Letters



It's important that the A1 Anniversary field is completed for all members that you want to receive letters

Click on Search options tab
Click on Do a Quick Search
Click on category and select married in
Click on Month of and select the appropriate Month
Click on Year and enter a year range

For example, you may want to send a 10 year anniversary letter to everyone married in the Month of May. Therefore, click on May, enter 1995 to 1995 (based on today being 5/1/2005).

Then click on Print Options.
Click on Document editor and enter the your letter.
You can save the document as a word document or a txt document.
(select File save as)
Then click on the close button, upper right corner or File Exit
Then click print preview.

The letters will be displayed in print preview mode.

You can also export, the same criteria to a text file and do a mail merge with Microsoft Word. Please contact ATG to receive this document.

For more details about SOS visit our web site at
www.ansintech.com

Last reviewed May 2005 (update) Technical support toll free number is 1-866-322-4530

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